

## **Youth Services Librarian – Dudley-Tucker Library, Raymond, NH**

**Position Title:** [Youth Services Librarian](#).

**Hours:** 32 hours per week.

**Supervision Received:** Works under the general supervision of the Assistant Library Director / Library Director.

The Youth Services Librarian, as a member of the Library team, provides services to support our young patrons' use of Library resources and services, promotes and implements programs for youth throughout the year, including the Summer Reading Program, and furthers the Library's mission. The ideal candidate is a dynamic, innovative, and dedicated professional librarian with a genuine passion for and commitment to working with children and their caregivers, has empathy for their interests and needs, and a dedication to advocating for them. A sense of humor, passion for learning and teaching, and knowledge of children's literature is essential. Experience incorporating creative uses of music, movement, art, and STEM into programming is preferred. This position requires organization, discipline, flexibility, and teamwork.

### **Essential Functions:**

- Delivers prompt and courteous assistance to all patrons regarding the use of library resources, equipment, and services; Responsible for maintaining and promoting a fun, safe, positive, welcoming, and inclusive physical and virtual library environment, which encourages intellectual curiosity and a love of reading.
- Provides circulation services including card registrations, answering patron record questions, checking materials in and out; shelves materials.
- Provides leadership in planning, developing, implementing, and evaluating youth services programs including story times; Directs and coordinates the operations of the youth services library spaces; Coordinates part-time staff and volunteers assigned to youth services.
- Conducts regular community needs assessment to identify community youth needs and to develop strategic directions for youth services and programming.
- Fosters community engagement; Develops and maintains collaborative relationships with schools, community groups, and other community partners in order to develop and deliver programs and services that meet local youth needs and interests; Conducts outreach at community events and schools.
- Curates and develops library collections to include relevant print and digital resources that support the interests and needs of the teens and youths; Makes recommendations for youth and parenting materials for library acquisition in collaboration with the Library Director; Evaluates and weeds the library collection; Creates and maintains book displays related to library services and library programming.
- Identifies and applies for grant opportunities that support and develop library youth services; Attends and participates in professional library conferences, seminars, and

network committees to strengthen skills, interact with colleagues, and contribute to the profession; Keeps up-to-date with new trends in youth services and library practices.

- Is comfortable with heavy program loads during peak times of year, e.g., vacation weeks, summers, and Saturdays; Deals with multiple unexpected tasks calmly and efficiently during busy periods with frequent interruptions.
- Provides reference service to youths and families; Provides readers' advisory service; Instructs youths and caregivers in information gathering and research skills in order to promote digital and information literacy skills.
- Coordinates youth services content on the library website. Maintains an active online presence through the library website and social media. Contributes to the library's social media accounts. Contributes to the Library's section of the Town's monthly newsletter.
- Other duties as assigned.

**Minimum Job Requirements:**

- Bachelor's Degree.
- Familiarity with youth literature.
- Proficiency with Microsoft Office productivity software and a demonstrated interest and ability in using computers, the Internet, and mobile and emerging technologies as they relate to resources for youth.
- Experience working with children and families in a library setting.

**Preferred Job Requirements:**

- Master's Degree in Library Science from an ALA accredited school with a concentration in Children's Services or equivalent degree.
- Two years' experience working in a public library or other learning environment with children and families.
- Programming experience.
- Customer service experience.
- Collection development experience.
- Experience with grant writing.
- Experience with Biblionix Apollo ILS or similar ILS.

**Knowledge, Skills, and Abilities:**

- Strong oral and written communication skills.
- Tact, good judgement, and a pleasant demeanor.
- Ability to identify and establish priorities, and to exercise initiative and independent judgment in a variety of situations.
- Knowledge of child development and its relationship to library services.
- Knowledge of best practices in youth services, including guidelines and standards published by ALA, YALSA, and other recognized organizations.
- Ability to troubleshoot patron issues with public computers, printers, and wireless devices.

- Must be available to work evenings and weekends.

**Compensation:**

- Hourly rate: \$18.00-\$18.90, depending on experience/education.
- Paid work week: 32 hours, including at least one evening per week and one Saturday per month.

**Closing date:**

- Resumes will be accepted until the position is filled.
- Initial screening will begin November 1, 2021.

To apply, please submit cover letter, resume, and completed Town of Raymond [employment application](#) to: [dintonti@raymondnh.gov](mailto:dintonti@raymondnh.gov) and [kcorbett@raymondnh.gov](mailto:kcorbett@raymondnh.gov). Please direct questions to the same email addresses.